

Kernsville PTO Meeting
Tuesday, September 10,2019
9:00 a.m.

Attendance: Faith Ryan, Sara Solomon, Jen MacMurray, Chantel Benes, Kelly Mummolo, Stacey Sanchez, Nina Patel, Heather Hurst, Jason Kolovich, Cindy Glackin, Janice Steckel

Personal and Board Introductions

- Faith Ryan, president
- Jen MacMurray, treasurer
- Sara Solomon, vice president for communications
- Chantel Benes, vice president for fundraising
- Stacey Sanchez, vice president for assemblies

Important reminders

- ALL volunteers must sign-in a Front Office, wear a Visitor's badge, notify staff where you will be in the building, and when you are changing locations.
- Volunteer Clearances: <http://www.parklandsd.org/departments/human-resources/volunteers/>

Old Business

Review & Approval of June Minutes

- Jen moved to approve. Faith seconded it.

Summer Social-Faith Ryan

- Lower than usual turnout
- Weather was better
- Had the appropriate amount of food
- Philly pretzels were very good; recipe changed so they last longer
- Might need to buy more water for first Movie Night
- Put out leftover bookmarks from Read A Thon as a favor

K Orientation & Get the Scoop Recruiting-Faith Ryan

- Faith set up table to recruit volunteers
- Got a total of 9 names

Open House-Faith Ryan

- Next year be sure to send email to the office so they are alerted that pizza and salad is coming.

Website – www.kernvillepto.com-Sara Solomon

- Hootsuite – Mr. G suggested checking out this app to expedite posting to multiple platforms
- We only had 9 unique visitors in the last 2 months; hopefully this will change
- We need to keep the web site so that we have somewhere to store/share documents for easy access.
- Facebook seems to get a lot more traffic, though not everyone uses Facebook.

New Business

Vote on President nomination – Faith Ryan

- Faith will stay on for one year term. All present were in favor

By Laws review and signature

- Completed

Treasurer's Report, summer business (Budget due for Oct meeting), submitting receipts – Jen MacMurray

- Over the summer Jen paid for web site, Kona Ice of Easton (for Get the Scoop), a few Night on the Circle events, deposit for airbrush tattoos, and a few items for Summer Social.
- Jen is working on the 2019-2020 budget
- Jen already coordinated with Laura as to what new teachers have come into the building so they can be included in teacher grants.
- Agreed to include new learning support classroom that is comprised of students from across Parkland in teacher grants.
- If you are purchasing for two events at one time, please try to get separate receipts for each event; it makes it easier and clearer to record in Quicken.
- Reimbursement forms are available to download on our web site, www.kernsvillepto.com
- Taxes are complete and only cost \$450 as opposed to \$2,250 last year.

Insurance renewal – Jen MacMurray

- Moved to approve renewal

New food policy and how it affects what the PTO does

- Mr. G says eventually any food we serve will need to go through the cafeteria so that ingredients can be 100% verified – we are not there yet; but be aware that it is coming.
- PTO after hours event are not included in this policy yet.
- Mr. G suggested posting a notice a point of sale for anything the PTO sells that items may contain allergens so parents can make the best choices for their child.
- Going forward, we need to plan/budget for having to purchase all food items through the cafeteria

Birthday Table –Emily Bradshaw via Faith

- Emily already sent the SUG and purchased supplies

PTO Sponsorship- Faith Ryan

- Went out in Welcome Folders
- Forms and donations are coming in.
- May need to order new gifts for next year.

Emails notices

- Friday email: Scroll to the bottom to make sure you see our updates
- Any communications that need to go out should first go to Sara Solomon (communications@kernsvillepto.com). Sara will then pass the request to Laura.
- Requests for inclusion in the Friday email must be to Sara by Wednesday.

Event/Program Chair needs - Faith Ryan

- Birthday Table
 - Emily needs a co-chair
- Box Tops – not going to look for a chair; we'll just have a committee to do the counting and sorting.
 - Box Tops is moving to an app; we are not going to pursue the program after the paper Box Tops go away.
- Family Fun Day
 - Need to check and see if Sue has last year's committee volunteer list
- Marquee
 - Jason Kolovich will take over Marquee responsibilities
- PSSA Snacks
 - Happens in April
 - We will still be taking donations
 - Also needed week of to coordinate prepping of bagels, etc. Mr. G handles a lot of the sorting, etc.
 - Jason Kolovich and Heather Hurst will chair
 - Amber Kerschner can be used as a resource as past chair.
- Spiritwear

- Order closes Sunday, September 15
- We plan to re-open orders in the Spring – perhaps around Family Fun Day/Kindergarten Registration
- Need a chair
- Sponsorship
 - Need a chair
 - Everything the same as last year
 - Faith will collect the monies and will ask for a few helpers to distribute prizes. As long as it's not on a Tuesday, we have volunteers
- On the off chance that we need to move Night on the Circle to the rain date of October 11, Stacey will not be here. We will need someone in charge night of if that happens.
- Faith would like a junior chair for president so she can train the person/s throughout the year.

Tracking volunteer hours - Sara Solomon/Faith Ryan

- On the web site (kernsvilepto.com) is a tab for “volunteering”. There is an online form there that you can use to submit your hours.
- If you log 10 hours, you will be invited to the District’s end of the year volunteer recognition luncheon.

Walking Club – Stacey Sanchez, Heather Hurst

- Every Thursday during recess.
- A course is set up for kids to walk around the playground. Volunteers record their mileage. Each time the kids complete a lap, they get a punch on a punch card. When they fill a punch card, they can turn it in for a prize.
- Clearances are required.
- Sign Up Genius is out, and most shifts are filled.

Mom Squad - Hilary Kricun

- Would like to train more people on the laminator.
 - Mr. G gave the ok to train others
- Need a few more volunteers to fill the weekly shifts.
- Volunteers sign up for one week at a time.
 - During the week, plan to come in at least twice to be sure all work is completed.
 - You choose the hours you want to come in (between 9 a.m. and 3 p.m.).
 - Check with Laura or Beth before driving in to be sure there is work to be done.
- Sign Up Genius is out.

Gifts to School update – Mr G

- Trash cans were given by the District
- Mr. G. purchased the tables
- Parkland Nursey mulched and edged for free.
- Faith asked for “gift to school” needs
 - Mr. G would really like to get a carpet for the entry again
 - Mr. G is going to ask Mr. Smith to place the rugs purchased 5 years ago in the entry (background: the quality was bad, there was talk of legal action, the company we purchased from disappeared, we feel it’s a wash at this point)
 - We’ll see how long the current carpets last, if we like the size, etc., and use that to gage what we want going forward. The PTO can then research purchasing replacements as necessary.
 - Nina Patel is in the hotel business and volunteered to contact her vendors for anything we need to make the current carpets useable (backing, pads, etc.).

Coupon Book Sales–Chantel Benes

- September 6 – 20, 2019
- Kidstuff went bankrupt; Save A Round bought Kidstuff.
- So, we’re down to one book

- Going to see what our profits are like this year and reevaluate whether we want to keep doing this fundraiser.
- Had books out on the desk at Open House; told parents who were not interested in purchasing/selling to just leave books on table. This will hopefully cut down on the number of books we need to track down for return.

Old-stock Spiritwear

- We are down to Youth XL in the old stock
- Faith requested to buy \$100-\$150 worth of new Spiritwear so that we have some new items on hand in adult sizes for new staff or author visits.
 - All agreed to purchase

Night On The Circle (NOTC) - Stacey Sanchez

- Friday, September 27
- Volunteers are needed.
- We will send a separate email looking for volunteers.
- It has been in Friday email the last two weeks, but no volunteers.
- South Whitehall police K9 unit will be doing a presentation
- Airbrush Tattoos: limited choices so each tattoo takes no more than 45 seconds – 1 minute to do.
- No jump ropes this year.
- Red Tomato will provide pizza
- Faith will check on popcorn supply
- Marianne has the Mixed Bags/Boone Supply samples on the way
- Raffles will be the same as last year; front row for concerts, Wii with Mr. G, etc.
- Faith requested security from the District for NOTC. Mr. G will follow up.
- Sara will double check with Laura/Mrs. Newhard to make sure we have someone taking photos for yearbook.

Canvas & Cookies – Samantha Griffin via Faith

- Friday, October 4
- We will do a sign-up genius
- Pre-paid event
- We need to pick a picture to paint
- Cost includes canvas and snacks
- We do not profit from this event. It's just for fun and community building.

Boone Supply fundraiser -Marianne Aloupis & Colleen Charney

- 10/4-10/18
- Will have table at Night on the Circle

Movie Nights-first event Oct 18- Samantha Griffin & Sarah Elias

- Secret Life of Pets will be the movie
- Mr. G approved
- Leo and Honor society will be asked to help out
- Samantha is working on getting the sign up genius
- 6 p.m. doors open; 6:30 p.m. movie starts
- Heeps will donate hot dogs once again
- We might need to purchase some candy; will wait until Costco has big candy bars for Halloween

Assembly Report – Stacey Sanchez

- Not much to report
- Has a potential author, visit: Steve and Bev Klinger, authors of “Courageous Cole” a story about a special needs dog. Would be for the whole school. Would come for free and give 10% of profits.

- If we go with these authors, we would have money left for the quality (but pricey) Lego assembly that we would like to purchase for the whole school.
- The Lego experience would be geared toward each grade level. \$85 per class
- Bricks By Ian is the vendor (www.bricksbyian.com)
- All in attendance agreed it would be worth adding to the Assemblies budget for this year as the opportunity to host such an assembly would be unique and very high quality/beneficial to our students.
- Stacey will present the information to Mr. G and Laura.
- Nina will coordinate with Stacey to look for coordinating assembly.

Principal's Report – Mr. Gehringer

- New tables outside; thank you Parkland Nursery
- Mind Up – social emotional learning initiative.
- Dr. Noradco is now the full time director of safety and security for the district.
 - He will be here for our fire drills
 - He will be assessing and looking for ways to approve
 - For instance, we will change the handles on the front doors so they can't be bound together
 - New cameras were installed on all the doors.
 - Mr. G has access to cameras on his phone
 - Laura has a view at her desk, as does Mr. G.
- We will be doing Code Red drills again this year.
- The state is now asking us to do a re-entrance drill; not only do we have to get out quickly, e
- DARE for 5th grade – our officer is from South Whitehall, even though we are not in South Whitehall, we will be seeing him more often.
- Mr. G gave us a tour of two new additions to Kernsville:
 - Hallway leading from the cafeteria to the library has been converted into a “sensory walk”. This was made possible by a grant from the Parkland Education Foundation.
 - Because the school has gone 1:1 with iPads and Chromebooks, the old computer lab has been converted into a Maker Space. All teachers were trained on how to use the robots, Osmo and other “Maker Space” tools during a training leading up to the start of school.

Adjourn 10:42 a.m.

NEXT Meeting – Tuesday, Oct 8, 2019 at 9 a.m.

2019-2020 PTO Budget (9/9/2019)

Kernsville Elementary School

5051 Kernsville Road

Orefield, PA 18069

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<u>Event</u>	<u>2019-2020 Projected Cash In</u>	<u>2019-2020 Projected Cash Out (Budget)</u>	<u>2019-2020 Projected Net</u>	<u>2019-2020 Actual Cash In</u>	<u>2019-2020 Actual Cash Out</u>	<u>2019-2020 Actual Net</u>	<u>Remaining Budget</u>	<u>Notes</u>
5th Grade Events	\$0.00	-\$4,000.00	-\$4,000.00			\$0.00	-\$4,000.00	
Assemblies	\$0.00	-\$3,250.00	-\$3,250.00			\$0.00	-\$3,250.00	
Birthday Table	\$0.00	-\$100.00	-\$100.00			\$0.00	-\$100.00	
Book Fair	\$12,500.00	-\$12,500.00	\$0.00			\$0.00	-\$12,500.00	
Book Fair - All for Books	\$0.00	\$0.00	\$0.00			\$0.00	N/A	
Bounced Checks	\$0.00	-\$75.00	-\$75.00			\$0.00	-\$75.00	
Box Tops	\$800.00	-\$75.00	\$725.00			\$0.00	-\$75.00	
Class Funds - Specials	\$0.00	-\$300.00	-\$300.00			\$0.00	-\$300.00	
Canvas and Cookies	\$0.00	\$0.00	\$0.00			\$0.00	N/A	
Coupon Books	\$3,500.00	-\$1,250.00	\$2,250.00			\$0.00	-\$1,250.00	
Family Fun Day	\$4,000.00	-\$1,750.00	\$2,250.00			\$0.00	-\$1,750.00	
Field Trip Funds - Kindergarten*	\$0.00	-\$1,281.00	-\$1,281.00			\$0.00	-\$1,281.00	
Field Trip Funds - 1st Grade*	\$0.00	-\$1,533.00	-\$1,533.00			\$0.00	-\$1,533.00	
Field Trip Funds - 2nd Grade*	\$0.00	-\$1,218.00	-\$1,218.00			\$0.00	-\$1,218.00	
Field Trip Funds - 3rd Grade*	\$0.00	-\$1,449.00	-\$1,449.00			\$0.00	-\$1,449.00	
Field Trip Funds - 4th Grade*	\$0.00	-\$1,386.00	-\$1,386.00			\$0.00	-\$1,386.00	
Field Trip Funds - 5th Grade*	\$0.00	-\$1,470.00	-\$1,470.00			\$0.00	-\$1,470.00	
Get the Scoop	\$0.00	-\$349.50	-\$349.50	\$0.00	-\$349.50	-\$349.50	Complete	
Giving Tree	\$0.00	-\$50.00	-\$50.00			\$0.00	-\$50.00	
Graduating Volunteers Appreciation	\$0.00	-\$50.00	-\$50.00			\$0.00	-\$50.00	
Holiday Shoppe	\$6,000.00	\$5,000.00	\$11,000.00			\$0.00	\$5,000.00	
Ice Cream Social	\$0.00	-\$150.00	-\$175.00			\$0.00	-\$150.00	
Insurance	\$0.00	-\$350.00	-\$350.00			\$0.00	-\$350.00	
Interest	\$10.00	\$0.00	\$10.00			\$0.00	N/A	
Lehigh Valley Phantoms	\$4,500.00	-\$4,500.00	\$0.00		-\$150.00	-\$150.00	-\$4,350.00	
Mixed Bags	\$5,250.00	-\$1,250.00	\$4,000.00			\$0.00	-\$1,250.00	
Movie Night	\$900.00	-\$700.00	\$200.00			\$0.00	-\$700.00	
Night on the Circle	\$650.00	-\$800.00	-\$150.00		-\$600.00	-\$600.00	-\$200.00	
Original Artworks	\$3,750.00	-\$2,500.00	\$1,250.00			\$0.00	-\$2,500.00	
PSSA Snacks	\$0.00	-\$200.00	-\$200.00			\$0.00	-\$200.00	
PTO Gift to School	\$0.00	-\$1,250.00	-\$1,250.00			\$0.00	-\$1,250.00	
PTO Supplies	\$0.00	-\$400.00	-\$400.00		-\$5.30	-\$5.30	-\$394.70	
PTO Scholarship	\$0.00	-\$1,000.00	-\$1,000.00			\$0.00	-\$1,000.00	
PTO Sponsorship	\$3,000.00	\$0.00	\$3,000.00			\$0.00	\$0.00	
PTO Start of School Year	\$0.00	-\$553.83	-\$553.83	\$0.00	-\$376.00	-\$376.00	Complete	
PTO Summer Social	\$0.00	-\$31.99	-\$31.99	\$0.00	-\$31.99	-\$31.99	Complete	

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PTO Support Sponsorship	\$0.00	-\$200.00	-\$200.00			\$0.00	-\$200.00	
Read-a-thon	\$8,000.00	\$500.00	\$8,500.00			\$0.00	\$500.00	
SWPBS	\$0.00	-\$75.00	-\$75.00			\$0.00	-\$75.00	
Spiritwear	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	
Spring Coupon Sales	\$2,300.00	-\$1,700.00	\$600.00			\$0.00	-\$1,700.00	
Storyworks/Storyworks Junior	\$0.00	-\$905.59	-\$905.59	\$0.00	-\$905.59	-\$905.59	Complete	
Sunshine Fund	\$0.00	-\$100.00	-\$100.00			\$0.00	-\$100.00	
Taxes	\$0.00	-\$500.00	-\$500.00			\$0.00	-\$500.00	
Teacher Appreciation	\$350.00	-\$1,500.00	\$1,850.00			\$0.00	-\$1,500.00	
Teacher Grants - Kindergarten**	\$0.00	-\$375.00	-\$375.00			\$0.00	-\$375.00	
Teacher Grants - 1st Grade**	\$0.00	-\$500.00	-\$500.00			\$0.00	-\$500.00	
Teacher Grants - 2nd Grade**	\$0.00	-\$375.00	-\$375.00			\$0.00	-\$375.00	
Teacher Grants - 3rd Grade**	\$0.00	-\$375.00	-\$375.00			\$0.00	-\$375.00	
Teacher Grants - 4th Grade**	\$0.00	-\$375.00	-\$375.00			\$0.00	-\$375.00	
Teacher Grants - 5th Grade**	\$0.00	-\$375.00	-\$375.00			\$0.00	-\$375.00	
Teacher Grants - Cafeteria	\$0.00	-\$125.00	-\$125.00			\$0.00	-\$125.00	
Teacher Grants - Specials***	\$0.00		\$0.00			\$0.00	\$0.00	
Walking Club	\$0.00	-\$150.00	-\$150.00			\$0.00	-\$150.00	
Wawa Coupons	\$1,700.00	-\$1,000.00	\$700.00			\$0.00	-\$1,000.00	
Web-Site/Sign-Up Genius	\$0.00	-\$183.53	-\$183.53	\$0.00	-\$183.53	-\$183.53	Complete	
Yearbook	\$4,200.00	-\$4,000.00	\$200.00			\$0.00	-\$4,000.00	
Total	\$61,410.00	-\$53,086.44	\$11,298.56	\$0.00	-\$2,601.91	-\$2,601.91	-\$50,484.53	
*Each student is allotted \$21 for Field Trip Funds.								
	Number of Students							
Kindergarten	61							
1st Grade	73							
2nd Grade	58							
3rd Grade	69							
4th Grade	66							
5th Grade	70							
**Includes \$125/teacher								
***Includes \$125/teacher for								